

## Employment and supervision process for postdocs and doctoral students at the Faculty of Humanities and Social Sciences

The “Employment and Supervision of Doctoral Students/ Postdocs at the University of Basel” process gives the faculties the freedom to formulate their own processes, taking into account existing, tried-and-tested procedures and different academic cultures. This document defines the applicable processes at the Faculty of Humanities and Social Sciences that deviate from the university process.

### General

The Guidelines for Employing Doctoral Students and Postdocs at the Faculty of Humanities and Social Sciences (Assistant Guidelines) (*Richtlinie zur Anstellung von Doktorierenden und Postdocs an der Phil.-Hist. Fakultät / Assistierenden-Richtlinie*) dated 20 October 2016 apply at the Faculty of Humanities and Social Sciences.

Advertisement:

- Structural assistant positions are advertised publicly (see Assistant Guidelines, Section 6).

Regular progress meetings:

- Regular progress meetings must be held at least once a year and documented in the (post)doctoral agreement. Postdocs/doctoral students are responsible for ensuring that meetings are documented correctly in the (post)doctoral agreement. Should they experience difficulties, they can contact the Staff Unit at the Office of the Dean of Research at any time.

### Doctoral students

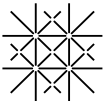
Doctoral agreement:

- The [doctoral agreement](#) template for the Faculty of Humanities and Social Sciences is available on the faculty website. Doctoral students are requested to use the faculty template.
- The doctoral agreement is provided to the Student Administration Services of the Dean's Office in line with established faculty practice. The process is described in detail in the [doctorate guidelines](#).
- For guidance, the faculty has drawn up a “[checklist for a doctorate with employment contract at the University of Basel](#)” that has been adapted to its practices.

### Postdocs

Postdoctoral agreement:

- All postdocs employed with the aim of achieving a habilitation must conclude a postdoctoral agreement. This usually applies to all postdocs employed in structural assistant positions. Postdocs employed in project-based positions who are not aiming for a habilitation can conclude a postdoctoral agreement but do not have to.
- The [postdoctoral agreement](#) template for the Faculty of Humanities and Social Sciences is available on the faculty website. Postdocs are requested to use the faculty template.



- The postdoctoral agreement must be concluded in the first six months after employment commences. A copy must be provided to the Office of the Dean of Research together with the project description and research plan (email: [forschungsdekanat-phil1@unibas.ch](mailto:forschungsdekanat-phil1@unibas.ch)). The original is retained by the postdoc.
- For guidance, the faculty has drawn up a "[checklist for a postdoc with employment contract at the University of Basel](#)" that has been adapted to its practices.

Extending structural assistant positions:

- In accordance with the Assistant Guidelines (Section 9), the faculty committee is responsible for extending structural postdoc assistant positions by four years.